

6 November 1967

CS/HPM-7

MEMORANDUM FOR: All CS Historical Officers and  
Writers of CS History

SUBJECT : Request to Review an Historical Paper

REFERENCE : CS/HPM-2, 6 October 1967

1. In line with reference and as an additional safeguard in controlling and accounting for the use of completed historical papers, several of us have drafted a form to be used by the prospective reader in getting approval to read a particular paper. (See attachment) This form has been approved by DC/CI Staff.

2. We envisage the use of this form as follows:

a. The prospective reader of a completed historical paper will sign as requestor and cite the reason for his reading it.

b. He will then obtain the signature of the appropriate Branch Chief or his deputy approving his reading of all (or part) of the paper.

c. With this approval, the requestor draws the paper from the controlling officer and may read all (or part) of the paper. (The preferred procedure is for him

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to read it in the office of the controlling officer. If this is not feasible, he may take it on loan.


d. When the paper is returned, the controlling officer notes the date of return and initials the form.

e. The "READER'S COMMENTS" item will offer the requestor a place to provide any useful commentary on the paper.

f. The form will then become part of the controlling officer's permanent record and will be filed with the Circulation Log sheet.

3. Any suggestions for improvement are welcomed.

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Executive Secretary  
CS Historical Board

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Date \_\_\_\_\_

REQUEST TO REVIEW \_\_\_\_\_

HISTORICAL PAPER NO. \_\_\_\_\_

I request permission to read this document for the following reason:

I request the loan of this document for \_\_\_\_\_ days.

I agree that I will not loan this document to any other person or make any copy or paraphrase of any part of it except with specific written approval.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Agency Component)

\_\_\_\_\_  
(Room and Extension)

Approved: \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

This document was loaned  
on \_\_\_\_\_  
(Date)

READER'S COMMENTS:

It was returned to me on  
\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Controlling Officer

